

**MINUTES OF THE SPECIAL MEETING  
AMBERLEY VILLAGE COUNCIL  
WEDNESDAY, FEBRUARY 6, 2013**

The Council of Amberley Village, Ohio met in a special session at the Amberley Municipal Building, 7149 Ridge Road on Wednesday, February 6, 2013 at 6:30 P.M. Mayor J.K. Byar called the meeting to order. The following roll call was taken:

**PRESENT:**

Richard Bardach  
J.K. Byar  
Bill Doering  
Ed Hattenbach  
Tom Muething  
Ray Warren  
Natalie Wolf

**ALSO PRESENT:**

Scot Lahrmer, Village Manager  
Kevin Frank, Village Solicitor  
Nicole Browder, Clerk of Council

**EXCUSED:**

Rick Kay, Treasurer

Mayor Byar welcomed everyone to the special meeting of the Amberley Village Council and led those in attendance through the pledge of allegiance.

Mayor Byar noted Mr. Lane, who requested in advance to speak at the meeting, was not present and council could choose to permit him to speak should he arrive late.

Mayor Byar commented that the meeting was to discuss procedures in the Village Code and Charter that are not practiced. He noted that Sections 31.11, 31.22 and 31.33 are not currently being observed.

Mr. Muething commented that the intent of the meeting was to develop improvements to current processes and address out of date procedures. Mr. Muething moved to suspend the current rules of council meetings to allow the council to operate in a workshop mode. Seconded by Mr. Hattenbach and the motion carried unanimously.

The following summarizes matters discussed and the agreed way forward on issues discussed at our Special Council Meeting on February 6, 2013:

1. Minutes from all Council Committee meetings should be drafted within one week of the meeting and made available to the respective Committee members and the Village Manager.
2. We should try to avoid rushing items from Committee to Council. This Council agrees with the principle of working matters at the Committee level to ensure that Council has relevant information to base its decisions. However, we also recognize that we could spend too much time discussing an issue which can be equally non-productive.
3. We should try to avoid introducing new information into a discussion subject worked at the Committee level. The general principle is that it is the Committee's and Village Manager's responsibility to ensure that relevant information is provided to Council for its consideration of an issue. If there is information that a Council Member believes should be introduced, it should be introduced at the Committee level or in New Business and then worked at the Committee level if appropriate. The presentation by Mr. Decker at the January Council meeting was cited as an example of something that should have been introduced as new business and then worked at the committee level. This does not mean that council members should not ask relevant questions or debate a matter that is before council. Discussion and debate of a matter will lead to better decision making. However, we should try to avoid introducing completely new information at the council

meeting. Other council members and the Village Manager should generally have the opportunity to review such information prior to the council meeting. Advance preparation for council meetings is critical and this is only possible if everyone has relevant information in advance of the meeting.

4. With respect to the Village Solicitor, all members of Council are clients of the Solicitor and accordingly all communications between a Council member and the Solicitor cannot be viewed as private. Generally, any attorney client privileged communications (e.g., memos) should be shared with all members of Council.
5. The Law Committee should review the process for communications with the Solicitor and make a recommendation to Council by its regularly scheduled May meeting.
6. The Law Committee should review on a quarterly basis the Solicitor's invoices for the prior three months.
7. Voting in Council Committees should be limited to the respective Committee members and the Mayor should not vote at the Committee level. In the absence of one Committee member, there will only be two votes, consequently a unanimous vote will be required for Committee approval.
8. The Village Clerk will review the best means to share Council and Committee minutes with Amberley residents in a timely and low cost manner.
9. The Law Committee should review the process for members of the public to register to address Council meetings. There was general consensus amongst Council members that we should extend the deadline to register to a later time (e.g., noon on Monday for regularly scheduled Council meetings).
10. Just a reminder to all members of council, all direction to Village employees should come from the Village Manager. The Village Manager is the chief executive of the Village and the employees of the Village report up through this position. There is a section of the Village Charter which specifically covers this point.

There being no further business, Mayor Byar adjourned the meeting.

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Nicole Browder, Clerk of Council

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Mayor J.K. Byar